

SALARY AND BENEFITS

The Administrative Analyst annual salary is normally appointed at 85% of Control Point, which is approximately \$74,388. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$87,516. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including: A variety of benefits are available to City of Santa Clara management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

APPLICATION AND SELECTION

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Friday, August 1, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

The City of Santa Clara



Invites Applications
for the position of

ADMINISTRATIVE ANALYST

HUMAN RESOURCES DEPARTMENT

Preferred Filing Date:

Friday, August 1, 2008



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College, and Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The City is a full service city with an annual budget of approximately \$535.5 million.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department provides the full range of services including recruitment and selection, classification and compensation, benefits, labor relations, and/or employee development for a workforce of approximately 1,000 benefitted employees. The Director of Human Resources manages the Human Resources Department.

The mission of the Human Resources Department is to provide efficient, cost effective administration of the City's workforce by recruiting the most qualified individuals and providing quality benefits, compensation and services.

THE POSITION

The Administrative Analyst is an Unclassified, professional staff position responsible for providing generalist human resource services to the City's workforce. An Administrative Analyst may have assignments in any one of the major human resource functional areas and may supervise staff. An incumbent in this

position demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example, and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION & EXPERIENCE

The position requires education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration, Human Resource Management, Personnel Administration or closely related field; and one year of responsible professional journey-level experience in Human Resource administration. A master's degree in Public or Business Administration, Human Resource Management or Personnel Administration or a closely related field is desirable.

Professional journey level experience should be in at least one of the following areas:

- Recruitment and Selection – administration and scoring of examinations and the development of content valid examinations and conduct of oral boards within a merit-based system.
- Classification and Compensation – conduct of classification studies to fairly evaluate the comparability of work within a class of work with other classes and conduct research of comparable classes of work within other organizations and conducting relevant pay studies for an individual class or series of classes.
- Benefits -- develop new or revised policies, develop requests for proposals, evaluate responses to competitive bids and administer contracts.

- Labor Relations – conduct of research on compensation and non-compensation issues with data from the City and from comparable organizations in preparation for negotiations, and may be a member of the bargaining team. Interpretation and administration of labor contracts and grievance resolution/disciplinary matters.
- Employee Development – preparation of materials, setting up programs and delivering course content.

The ideal candidate will be a dedicated professional who is able to create strong working relationships through partnership, mutual trust, respect, open communication, and equal treatment to all parties. A strong background in human resource management is desirable, with a wide range of experience in one or more of the major human resource functional areas such as recruitment and selection, classification and compensation, benefits, labor relations and/or employee development.

KNOWLEDGE, SKILLS, & ABILITIES

Considerable knowledge of the major principles, practices, methods and techniques of administration relating to at least one of the following: general management, budgeting, human resources, or finance.

Ability to conduct thorough investigations, determine methodologies and obtain basic data necessary to evaluate solutions to complex problems and issues with multiple variables. Ability to conduct independent, original research and lead to appropriate recommendations to resolve specific issues, complaints or problems involving individuals or organizational units.

Ability to organize, analyze and evaluate tangible and intangible data soundly and impersonally.

Ability to understand, interpret and apply rules, standards, or procedures and persuade others to accept or adopt recommendations.

In addition to the competencies, skills, and personal qualities described above, the ideal Administrative Analyst candidate will be:

- People-oriented and effective in establishing relationships with individuals with diverse interests
- Strongly analytical
- An excellent oral and written communicator
- A strong leader
- An effective listener and negotiator who is able to build consensus
- A superior project manager with demonstrated ability to perform operational reviews of organizations
- Flexible and unbiased, with a high level of integrity
- Calm under pressure, possess a positive attitude and a good sense of humor
- Politically astute, yet not political
- Willing to follow direction and able to take the initiative in implementing City policy

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.

Must be able to perform all of the essential functions of the job assignment.